

BY ORDER OF THE COMMANDER



SAFB SUPPLEMENT 1
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Supply

**STANDARD BASE SUPPLY CUSTOMER'S
PROCEDURES ISSUE PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Volume II, Part Thirteen, Chapter 3, is supplemented as follows: This supplement applies to organizations supported by SAFB Base Supply, including tenants and satellites. It does not apply to any geographically separated unit

★**3.2.2.** For supply support during normal duty hours (0730-1630) on weekdays (Monday-Friday), supply customers should contact Demand Processing (82 LS/LGSSMD), at extension 6-4481/4482. The 80th Aircraft and Engine Maintenance will call Operations Support during normal duty hours at extension 6-5451/5452. After normal duty hours Monday-Friday, contact After-Hours Support located in Building 2320, extension 6-6436. When emergencies arise on weekends, holidays, or after 2400 Monday-Friday, contact the Command Post, extension 6-2616 for the emergency standby supply representative.

★**3.4.10.** Upon verification of the killed issue request, the Maintenance Control Flight of Consolidated Maintenance will advise Demand Processing if a higher force activity designator (FAD) is required. Annotate the AF Form 2005, **Issue/Turn-in Request**, to reflect the use of a higher FAD and that a letter will be submitted. When the Resources Branch of the 82d Training Group requires a higher FAD, hand-carry a letter to 82 LS/LGSSM for approval and processing. Normally, this letter will be received and processed during the four-hour verification process. 82 LS/LGSSMD is responsible for monitoring the receipt of the justification letter. If the letter is not received within four hours, the requisition using the higher FAD will still be created. If the letter is not received within 24 hours of the verification, the requisition priority will be downgraded to the

priority commensurate with the requester's FAD. The 82d Communication Squadron (82 CS) authorizes the user of the higher force activity designator of the organization they are supporting when lack of parts will degrade their mission. The 82 CS will submit a letter listing equipment in support of organizations with a higher FAD by Standard Reporting Designator (SRD). This letter will be updated quarterly in conjunction with the SRD Validation. The 82 CS will advise Demand Processing if a higher FAD is required. Demand Processing will verify the SRD is listed on subject letter. If no verification is made, the FAD override will be removed and the request processed with col 53 of the AF Form 2005 blank. This also applies to equipment items.

★3.6. The Stock Control Element is responsible for all bench stock administrative actions.

3.7.4. Organization Bench Stock Monitors with urgent bench stock requirements will call the Bench Stock Support Element (BSSE), ext 6-6770, for assistance. Maintenance organizations, that are operating under the Core Automated Maintenance Systems (CAMS), may process urgent bench stock requirements through CAMS terminals.

3.13. The procedures for determining whether an item will be locally manufactured are reflected in Attachment 1. Base Supply submits requests (DD Form 1348-6, **DoD Single Line Item Requisition System Document**, with appropriate drawings, examples, and specifications as required) for local fabrication or manufacture to the maintenance organization which has the capability to do the work, only after every effort has been made to satisfy the requirement from established Air Force used items and local procurement sources. The organization hand-carries the document to Stock Control Element.

3.22. Customer Service Element is your point of contact for approval or disapproval for credit card (IMPAC) purchases. A letter will be used to obtain clearance to purchase items with the IMPAC. Only one item per letter. Letters will be returned if all the required information is not provided.

TIMOTHY J. KAUFMAN, Colonel, USAF
Vice Commander

Attachment:

Base Supply Policy Concerning the Destination
of Local Manufacture as a Source of Supply

Attachment 1

***BASE SUPPLY POLICY CONCERNING THE DESIGNATION OF LOCAL
MANUFACTURE AS A SOURCE OF SUPPLY***

The following factors will be used in determining when an item will be locally manufactured:

A1.1. The determination to locally manufacture an item requested from supply will be based upon the Routing Identifier (RID) (the source of supply) assigned to the item record.

A1.2. RID assignment responsibility is placed with the Base Supply Demand Processing Element.

A1.3. The Demand Processing Element will make maximum effort to standardize customer requirements to a like, equal, or suitable centrally procured stock-numbered item or previously established local (L or P) stock number.

A1.4. When questions arise, customers will be afforded the opportunity to review like, equal, or suitable centrally procured L or P stock-numbered items for suitability to fill their requirements.

A1.5. Customers will be required to certify when standard items cannot be used.

A1.6. Customer requirements that are identified to a centrally procured stock number will be obtained from the source of supply referenced in the appropriate stock list. Standardized L or P numbers will be obtained from the RID assigned to the item record.

A1.7. Customer will submit AETC Form 375, **Training Equipment Request**, for local manufacture of training equipment that cannot be identified to centrally procured stock number. Requests will be processed in accordance with *AFMAN 23-110, Volume II, Part Two, Chapter 22/AETC Sup 1*. Record copies of the AETC Form 375 will be maintained with applicable DD Form 1348-6 in Base Supply, Demand Processing, to support RID assignment actions.

A1.8. Non-training items that cannot be identified to a centrally procured stock number will be assigned the appropriate non-local manufacture RID.

A1.9. Local manufacture deviations to the above can be accomplished only upon approval of the 82d LG Deputy Commander or the 80 FTW Aircraft Maintenance Director and the maintenance organization which will make the requested item. The supply customer will obtain approval only after the request has been reviewed by the fabricating activity. The 80 FTW will prepare a letter of approval signed by the Director of Aircraft Maintenance. The 82d LG Deputy Commander will prepare a letter to request local manufacture. (*Sample letters may be obtained from Base Supply, Stock Control Element.*) The routing identifier code "JBD" will be assigned to non-training items after approval for local manufacture. An issue exception code will be loaded on each of these item records by the Demand Processing Element. Demand Processing will maintain exception control card (ECC) with the phrase **"82d LG and maintenance organization approval required prior to establishing back order."** The Base Supply Stock Control Element will obtain the approval to

Attachment 1(Cont)

locally manufacture items that are not available from the normal source of supply (local purchase, GSA, DLA, etc.).

A1.10. Approved local manufacture requisitions will be processed for one time special requisition (SPR) with routing identifier JBD. Record copies of approved special requisitions will be maintained in file in Stock Control.